*Previous references.*

1909.

( Sta. )

*Later references*

File No. 29-09.

Serial Nos. 6.

9

# GENERAL AND REVENUE SECRETARIAT.

*Serial Nos.* 6

Part B. for December 1909.

SUBJECT.

Addenda and Corrigenda to the M.S.R. 3rd Edn. no. 24 of the 23/12/09.

6 addenda and Corrigenda to the M.S.R. 3rd Edn. Page 170 article 495

In subsequent office:
Please see Mr Bhabha's
S.M. 334 Exec. K.S. 8/10/09.

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

To the Secy

How are pension papers of peons in the Department to be assigned to Revenue Commissioners to deal with? Should not each man's case go up to the Commissioner in charge of his Deptt? I think there is a col^n in which remarks are to be made regarding the proficiency & apparent character of the man concerned, & this stamp of the Report is not to be regarded as useless routine.

20/10/09

To the Asst Secy, H&B, for kindly putting it forward. Are there no rulings on the subject? 20/10

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Supt Pol II
Please prepare a copy of the form of pension application

20/10/09

GHB—7600—10-3-09.

(7

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

According to the distribution of work among the Dewan and Councillors ordered in G.P. No. G 290 of 10-7-06, the pension cases of officers of all departments fall under "(5) Pensions" which is assigned to the Second Councillor. All ordinary cases of pension in which the report of the Comptr is to the effect that the claim is in accordance with the rules are disposed of by the Assistant Secy. The cases of Gazetted Officers and all cases in which there is any deviation from the rules are Subd. to Secy (In some instances such cases are also Subd. direct by the Asst Secy to the Second Councillor)

The remarks

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—30,000—11-4-06.

G.R.S. 13]

(3)

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Regarding the retired officers' "Character and past Conduct" are to be made by the Head of office and all cases in which such remarks are unfavorable to the applicant are placed before the Second Commission

(A)

Please see page 3 of the form of pension application

mlc
27-8-07

General Seen

28-8-07

28/8/07

3020
28.8.07.

(A) This is the point - In the case of an Appt Comm^n. it ministers to subordinate, a Dy Supte, who is the "Head of the Ofce"?

Who makes the remarks in such cases, & makes of fact?

N. B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

Please put up a few cases
mls
6-6-07

GPB—30,000—11-4-06.

Please see list showing a few cases of the kind. Subt
General Secy
PTO

Mr Ramachandra Rao
Please int. Sir

14-7-07

| No | Applicants for Pension | The officer who has recorded the opinion regarding the character and past conduct of the applicant |
|---|---|---|
| 1. | Mr. Mir Nizamuddin Ali Khan | Assistant to the Excise Commissioner for the latter |
| 2. | Mr: Ahmed Ali Khan, Asst: Commr, Do — | Deputy Commissioner |
| 3. | Mr: J. E. Holt, Munsiff | Registrar, Chief Court |
| 4. | Mr: Singlachar, Sub-Judge | — Do — |
| 5. | Mr: Sirumalachar, Dt. Judge | Chief Judge (Mr: Best) |
| 6. | Mr: C. Sreenivasiengar, Councillor | Secretary, G & R Depts |
| 7. | Mr. C. Madiah, R.B — Do — | — Do — |
| 8. | Mr: P.K. Venkatavardiengar, Secretary | — Do — |
| 9. | Mr: Eagles, Comptroller. | — Do — |

AML
19-7-07

19-7-07

G.R.S. 13]

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent records.]

From the rest portion it is seen that in the cases of Asst commrs the remarks have been made by the Head of the Dept or Dy comr, in the case of Mdl officers by the Chief Judge or Reg-chief Comr, and in the cases of heads of depts, Councillors & secs by the Secs to Govt of R&R Depts. In the case of heads of depts, secretaries & other officers directly subordinate to Govt, it seems proper that the remarks to be entered should be approved by the Councillor in charge of the dept & the Dewan & that the sec to Govt should sign "by order". If approved this procedure may be adopted —

CK 23/7

To Dewan through (1st)

N. B.—Should routine notes be written on small Slips, the notes must be copied, or slips pasted on this form.

Same clear rule on the subject seems desirable

5607/27.7.07

23 July 07

to issue instructions accdly

MGCPB-50,000—22-9-04

Draft

G.R.S. 13].

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Draft submitted

Apr 1919

M.

I am not sure if any formal order are necessary. The matter is simply one of procedure to be observed by the Secy & it is enough if the order is issued for guidance of the Secy. The order is not intended for information of the Heads of Depts &c about the ~~remarks~~ remarks from ~~Apr the~~ have to be made. As long as the ~~Compte~~ remarks on the 3rd page of a pension application are made by Secy by "order", its sufficient authority for the Compte to report on the case. There is therefore no necessity for assuming any intervention on the part of an officer in the case.

Fin Secy, Lapse

File Cover

N. B.—Should routine notes be written on small Slips, the notes must be copied, or silps pasted on this form.

MGCPB—50,000—22-9-04

## Routine Notes.

[To be used only for notes, requisitions, etc., not intended for permanent record.]

Please see as a matter of
art 295 (4) ~~the Permanent Head of the Office~~ the
~~the~~ ~~entries in the last page of~~
the pension application list of
Depts of Secretaries to Govt will
be made by the Secy in the
Dept of Depts under the
orders of Govt.

The ~~attd~~ amended addendum
slip to M. S. R. is prepared
to A. Sitha Rao for necessary action.
2. The connected file
has been sent to the Secretary
in connection with the
pension application
of the [illegible]

Sept. 20/11.
Please put up
the papers at
Flag the [illegible]
9-12

In the addendum
proposed, prior to "heads of
Depts" & subsequent to
"pension appln of", the
word "councillors" should
it seems be inserted

Subs.
[illegible]
10

Please see flag A
Recently when the case of Mr
Bhabha came up the General
Secy felt some hesitation in
mailing the regd. entries on page 3
of the pension application and
the Office had also lost
sight of the [illegible]

N.B.—Should routine notes be written on small slips, the notes must be copied, or slips pasted on this form.

GPB—45,000—19-5-08

G.R.S. 13]

29-09
(6)

## Routine Notes.

[To be used only for notes, requisitions, etc.: not intended for permanent record.]

Order of the late Dewan issued for the guidance of the Secty. It is best to incorporate every order regarding service pensions in the Regulations & the proposed note introduces the sanctioned procedure on the point in the chapter on procedure relating to pensions.

9.12.09

Sub Secy

Sub. It is not clear if the draft is finally approved or whether it should go to higher authority.

Also no orders are based on the proposed insertion of the word "cancel" in the addendum (Please see office note of 22.11.09)

Page 170 Art. 495

Add the following as a note to this article:-

" Entries under 'Remarks by Head of office' on page 3 of the pension applications of Heads of Departments and Secretaries to Government will be made by the Secretary in the General and Revenue Department under the orders of Government"

(3rd Edition No. 24 dated 23.12.09)

For the draft please see note of the Secy.

GPB—45,000—19.5.08

G.R.S. 26]

**File No.**

**Serial No.**

*Diary No. of letter replied to*

No

General and Revenue Secretariat
(
, *the* 190

Date of issue

Signed by

To

Addenda & Corrigenda
to the M.S.R. 3rd Edn

Page 170 Article 495

Add the following as a note to this article:-

Entries under 'Remarks by Head of Office' on page 3 of the pension applications of Heads of Depts and Secretaries of Govt will be made by the Secretary in the Genl Rev Dept under the orders of Govt.

(3rd Edition no 24 dt 23/12/21).

over.

SUBJECT.